

**COST:** None

## **COMMUNITY OUTREACH SERVICES (COS)**

**DATE & TIME:** Wednesday, October 10<sup>th</sup> 2012 9:00 a.m. – 12:00 p.m.

**PLACE:** Institute for Multicultural Counseling and Education Services (IMCES)  
3580 Wilshire Blvd. Ste 2000 Los Angeles, CA 90010

**PARKING:** Paid parking lots at Wilshire Blvd and Kingsley St. (\$6 cash per day) and  
Harvard St. just south of Wilshire Blvd (\$5 cash per day)

All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.

Community Outreach Services (COS) provides programs a proactive way for the system to address the needs of those who do not or will not utilize traditional mental health services. This training will provide an overview of COS, its purpose, the services it covers, and the COS codes. The training will also cover the use of the COS form and other documentation requirements associated with COS services.

**TARGET AUDIENCE:** MHSA INNOVATION CONTRACTED PROVIDER STAFF WHO ARE RESPONSIBLE FOR BILLING COMMUNITY OUTREACH SERVICES (COS), SPECIFICALLY TARGETED TO AGENCIES AND AGENCY STAFF THAT ARE NEW TO PROVIDING COS.

### **OBJECTIVES:**

1. Describe the purpose of Community Outreach Services
2. Identify the required elements on a Community Outreach Services form
3. Explain how to complete the Community Outreach Services form
4. Identify the procedure codes used for Community Outreach Services

**CONDUCTED BY:** Jennifer Hallman, LCSW/MPA  
Quality Assurance Division

**COORDINATED BY:** Matthew Wells, LCSW  
MHSA Implementation & Outcomes Division

**DEADLINE:** When training 50 person capacity or day of training

**CONTINUING  
EDUCATION:** None

**COST:** None

Inside the DMH firewall? Click here to register: <http://learningnet.lacounty.gov>

Outside the DMH firewall? Click here: <https://learningnet.lacounty.gov>

Contract Employee: <http://dmh.lacounty.gov/training&workforce.html>

Or scroll down: How to Search and Register for a Training in the Learning Net:

<http://dmhhportal1/sites/TCCB/How%20to%20search%20and%20register%20in%20the%20LNS/How%20to%20Search%20and%20Register%20for%20a%20Training%20in%20the%20LN.pdf>

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
STUDENT PROFESSIONAL DEVELOPMENT PROGRAM (S.P.D.P)



**CLINICAL DOCUMENTATION & PROCEDURE CODES TRAINING**

**DATE & TIME:**                      **October 15, 2012**                      **INTERN TRAINING\***  
   **9:00 AM to 4:00 PM**

*All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.*

**PLACE:**                                      **DMH Headquarters**  
   **550 S. Vermont Ave., 2nd Floor Conference Room**  
   **Los Angeles, CA 90020**

**PARKING:**                                      **523 Shatto Place - Parking structure (floors 3-8) OR**  
   **metered parking lot Southwest corner 6<sup>th</sup> & Vermont**

This documentation training module provides documentation standards for the Short Doyle/Medi-Cal Outpatient Mental Health Services managed by the County of Los Angeles, Department of Mental Health Plan (MHP). The training reviews the procedure codes used to identify clinical services provided both in the clinical record and on claims.

**TARGET AUDIENCE:** \* **Student Interns placed at directly operated LACDMH sites who are participating in the S.P.D.P.**

**OBJECTIVES:**                                      **As a result of attending this training, participants will be able to:**

1. Describe the importance of appropriate procedure code usage.
2. Explain the types of services and their procedure codes.
3. Identify the relationship between types of services and reimbursement.
4. Prepare the 8-part clinical record adhering to the basic rules.
5. Describe general documentation guidelines and services.
6. Identify the core elements of medical necessity and clinical loop

**CONDUCTED BY:**                                      **Quality Assurance Division**

**COORDINATED BY:**                                      **Luis G. Escalante, Training Coordinator**  
   **Please R.V.S.P. Ms. Zaruhi 'Sarah' Ishkhanyan :**  
   **Zishkhanyan@dmh.lacounty.gov**

**DEADLINE:**                                      **When enrollment reaches class capacity**

**CONTINUING EDUCATION:**                                      **None**

**COST:**                                      **None**

## MHIP ADVANCED DOCUMENTATION TRAINING

**DATE & TIME:**       **OCTOBER 16, 2012**  
                              **9:00 AM – 12:00 PM**

*Registration begins 30 minutes prior to starting time.  
All participants must arrive during registration period.*

**PLACE:**               **Burton Chase Park (Community Center)**  
                              **13650 Mindano Way**  
                              **Marina del Rey, CA 90292**

The purpose of this workshop is to assist participants in documenting Medical Necessity criteria while incorporating core requirements of the Mental Health Integration Program (MHIP). This workshop will present an overview of Medical Necessity and procedure codes. Participants will review each piece of the "Clinical Loop" used to determine Medical Necessity and identify ways in which to incorporate the MHIP model into the Clinical Loop. .

**OBJECTIVES:** As a result of attending this training, participants should be able to:

1. Identify core elements of Medical Necessity and the Clinical Loop.
2. Demonstrate the ability to assess and document client symptoms, strengths, impairments and activity level in an Assessment for the MHIP population.
3. Demonstrate the ability to develop goals/objectives utilizing MHIP tools to measure progress (e.g., PHQ-9) and document these in the Client Care Plan.
4. Document the purpose of the intervention and how it links back to the identified mental health needs of the client.

**TARGET AUDIENCE:** This workshop is open **ONLY** to Community Partner (CP), Legal Entity (LE), and DMH Directly-Operated (DO) Providers **who have completed the MHIP training.**

**CONDUCTED BY:**   **Jennifer Hallman, LCSW/MPA**  
                              **Susan Cozolino, Psy.D.**  
                              **Marilou Jougillon, RN**

**COORDINATED BY:** **Lucious Wilson, Training Coordinator**  
                              **(213) 251-6872 Email: [ltwilson@dmh.lacounty.gov](mailto:ltwilson@dmh.lacounty.gov)**

**DEADLINE :**           **WHEN ENROLLMENT REACHES SEAT CAPACITY**

**CEU :**                 **None**

**COST :**               **None**

Inside the DMH firewall? Click here to register: <http://learningnet.lacounty.gov>

Outside the DMH firewall? Click here: <https://learningnet.lacounty.gov>

DMH Employee Username & Password Help: <http://dmhhqportal1/sites/TCCB/default.aspx>

Contract Employee: <http://dmh.lacounty.gov/training&workforce.html>

## BASIC DOCUMENTATION TRAINING

**DATE & TIME:** October 22, 2012  
9:00 AM - 4:00 PM

*All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.*

**PLACE:** Augustus F. Hawkins MHC  
1720 E. 120<sup>th</sup> Street, 1<sup>st</sup> Fl. Conf. Rm 1169.  
Los Angeles, CA 90059

**PARKING:** Parking in lots C & D.

The Basic Documentation Training will combine lecture, discussions and activities using sample Clinical Forms to identify the minimum documentation standards for services within the DMH system of care. The training will identify the essential elements of documentation and how these impact clinical practice. In order to successfully document in the Clinical Record, participants will review basic documentation requirements and guidelines for claiming to Medi-Cal including the key elements of the Initial Assessment, how to write a Client Care Plan, the proper use of Procedure Codes and what information is required in a Progress Note.

**TARGET AUDIENCE:** All DMH Employees Providing Services to Clients

**OBJECTIVES:** As a result of attending this training, participants should be able to:

1. Identify the minimum documentation standards for LA County DMH
2. List the purpose of documentation and key clinical forms
3. Describe the three core elements of Medical Necessity
4. List key areas of the Assessment and describe important elements to document in the "Client Care Coordination Plan".
5. Describe the importance of the Client Care Plan and how to write an objective
6. List key elements of the Progress Note and describe how to assign the correct Procedure Code

**CONDUCTED BY:** Quality Assurance Division

**COORDINATED BY:** Lucious Wilson, MA, MPA, Training Coordinator  
Phone : (213) 251-6872  
Email: [ltwilson@dmh.lacounty.gov](mailto:ltwilson@dmh.lacounty.gov)

**DEADLINE:** When maximum capacity is reached

**COST:** None

**CONTINUING  
EDUCATION:** None

Inside the DMH firewall? Click here to register:

Outside the DMH firewall? Click here:

DMH Employee Username & Password Help:

Contract Employee:

How to Search and Register for a Training in the Learning Net:

<http://dmhhqportal1/sites/TCCB/How%20to%20search%20and%20register%20in%20the%20LNS/How%20to%20Search%20and%20Register%20for%20a%20Training%20in%20the%20LN.pdf>

<http://learningnet.lacounty.gov>

<https://learningnet.lacounty.gov>

<http://dmhhqportal1/sites/TCCB/default.aspx>

<http://dmh.lacounty.gov/training&workforce.html>



## CLINICAL DOCUMENTATION & PROCEDURE CODES TRAINING

**DATE & TIME:** November 7, 2012 **MANDATORY TRAINING\***  
1:00 PM to 5:00 PM

*All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.*

**PLACE:** Wilshire Towers- South  
695 South Vermont Ave., 7th Floor, Room 713  
Los Angeles, CA 90005

**PARKING:** 523 Shatto Place (Floors 3 - 8) Please allow 10 minutes to walk 3 blocks to 695 S. Vermont Ave. OR Parking is available across the street from 695 S. Vermont Ave. (\$5.00 flat rate daily)

This documentation training module provides documentation standards for the Short Doyle/Medi-Cal Outpatient Mental Health Services managed by the County of Los Angeles, Department of Mental Health Plan (MHP). The training reviews the procedure codes used to identify clinical services provided both in the clinical record and on claims.

**TARGET AUDIENCE:** \*Mandatory for all new employees providing clinical mental health services

**OBJECTIVES:** As a result of attending this training, participants will be able to:

1. Describe the importance of correct code usage.
2. Explain the types of services and their procedure codes.
3. Identify the relationship between types of services and reimbursement.
4. Prepare the 8-part clinical record adhering to the basic rules.
5. Describe general documentation guidelines and services.

**CONDUCTED BY:** Lori Dobbs, Psy.D., Medical Audit Unit, DMH  
DonnaKay Davis, Interim Medical Records Director, DMH

**COORDINATED BY:** Neena Paltanwala, MSW, Training Coordinator  
npaltanwala@dmh.lacounty.gov

**DEADLINE:** When enrollment reaches class capacity

**CONTINUING EDUCATION:** None

**COST:** None

Inside the DMH firewall? Click here to register: <http://learningnet.lacounty.gov>

Outside the DMH firewall? Click here: <https://learningnet.lacounty.gov>

DMH Employee Username & Password Help: <http://dmhhqportal1/sites/TCCB/default.aspx>

Contract Employee: <http://dmh.lacounty.gov/training&workforce.html>

How do I search for an offering?

<http://dmhhqportal1/sites/TCCB/Learning%20Net%20Instructions/how%20to%20search.pdf>

## BASIC DOCUMENTATION TRAINING

**DATE & TIME:** November 9, 2012  
9:00 AM - 4:00 PM

*All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.*

**PLACE:** Olive View Medical Center  
14445 Olive View Drive, Nursing Education Building  
Sylmar, CA 91342

**PARKING:** Free parking is available in front of the Nursing Education Building.

The Basic Documentation Training will combine lecture, discussions and activities using sample Clinical Forms to identify the minimum documentation standards for services within the DMH system of care. The training will identify the essential elements of documentation and how these impact clinical practice. In order to successfully document in the Clinical Record, participants will review basic documentation requirements and guidelines for claiming to Medi-Cal including the key elements of the Initial Assessment, how to write a Client Care Plan, the proper use of Procedure Codes and what information is required in a Progress Note.

**TARGET AUDIENCE:** DMH Employees and Contract Providers

**OBJECTIVES:** As a result of attending this training, participants should be able to:

1. Identify the minimum documentation standards for LA County DMH
2. List the purpose of documentation and key clinical forms
3. Describe the three core elements of Medical Necessity
4. List key areas of the Assessment and describe important elements to document in the "Client Care Coordination Plan".
5. Describe the importance of the Client Care Plan and how to write an objective
6. List key elements of the Progress Note and describe how to assign the correct Procedure Code

**CONDUCTED BY:** Quality Assurance Division - County of Los Angeles  
Department of Mental Health, Program Support Bureau

**COORDINATED BY:** Lucious Wilson, MA, MPA, Training Coordinator  
Phone : (213) 251-6872  
Email: [ltwilson@dmh.lacounty.gov](mailto:ltwilson@dmh.lacounty.gov)

**DEADLINE:** When maximum capacity is reached

**COST:** None

**CONTINUING  
EDUCATION:** None

Inside the DMH firewall? Click here to register:

Outside the DMH firewall? Click here:

DMH Employee Username & Password Help:

Contract Employee:

How to Search and Register for a Training in the Learning Net:

<http://dmhhqportal1/sites/TCCB/How%20to%20search%20and%20register%20in%20the%20LNS/How%20to%20Search%20and%20Register%20for%20a%20Training%20in%20the%20LN.pdf>

<http://learningnet.lacounty.gov>

<https://learningnet.lacounty.gov>

<http://dmhhqportal1/sites/TCCB/default.aspx>

<http://dmh.lacounty.gov/training&workforce.html>

## EMPLOYMENT AND EDUCATION DOCUMENTATION TRAINING

<b>DATE &amp; TIME:</b>	<b>November 27, 2012</b>	<b>9:00 AM - 12:00 PM</b>	<b>Attendance on both dates is mandatory!</b>
<b>Follow-up</b>	<b>March 27, 2013</b>	<b>9:00AM-12:00 PM</b>	

*All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.*

**November 27, 2012**

**PLACE:** Center for Healthy Families  
California Endowment Center  
1000 N. Alameda, Mojave Room  
Los Angeles, CA. 90010

**March 27, 2013**  
**To Be Determined**

**PARKING:** Park in center lot. Parking is free.

The purpose of this workshop is to assist participants in understanding how to document employment and education services provided to consumers. This workshop will present an overview of the "Clinical Loop" used to determine Medical Necessity. Participants will identify how to document the rehabilitation value of employment and education services for Medi-Cal reimbursement. Procedure codes will be reviewed. This training is for any staff or supervisor of staff that claims to Medi-Cal and assists consumers with employment, education, or volunteer goals.

**TARGET AUDIENCE:** DMH Employees (Adult Providers) and DMH.  
Contracted staff only!

**OBJECTIVES:** As a result of attending this training, participants should be able to:

- 1) Document employment and education services for Medi-Cal
- 2) Identify the components in the "Clinical Loop"
- 3) Express cultural sensitivity/knowledge within employment and education documentation

**CONDUCTED BY:** Lori Dobbs, Ph.D., Department of Mental Health, Quality Assurance

**COORDINATED BY:** Janice Friend, Training Coordinator  
(213) 251- 6874 Email: [jfriend@dmh.lacounty.gov](mailto:jfriend@dmh.lacounty.gov)

**DEADLINE:** When maximum capacity is reached

**CONTINUING EDUCATION:** None

**COST:** None

Inside the DMH firewall? Click here to register: <http://learningnet.lacounty.gov>  
Outside the DMH firewall? Click here: <https://learningnet.lacounty.gov>  
DMH Employee Username & Password Help: <http://dmhhqportal1/sites/TCCB/default.aspx>  
Contract Employee: <http://dmh.lacounty.gov/training&workforce.html>  
How to Search and Register for a Training in the Learning Net:  
<http://dmhhqportal1/sites/TCCB/How%20to%20search%20and%20register%20in%20the%20LNS/How%20to%20Search%20and%20Register%20for%20a%20Training%20in%20the%20LN.pdf>